



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## **BUILDING CODES FIELD OPERATIONS MANAGER**

Job Number: 20000804

Job Code: 32310V161016

Job Group: 3200 - PERSONAL SAFETY AND BUILDING INSP

Job Established: 06/16/1982

Job Revised: 10/16/2016

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

**Special Entrance Rate:**

**NONE**

**NONE**

**NONE**

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises field inspection operations to ensure consistent enforcement of applicable building codes and referenced standards; establishes a continual training program for field staff; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

High school graduate.

#### **EXPERIENCE:**

Must have six years experience in drafting or preparing building construction documents, as a new construction building inspector or plans reviewer, in the supervision of building construction, or as an inspector in the Department of Housing, Buildings and Construction and must include three years as a certified building inspector or plans and specifications inspector.

#### **Substitute EDUCATION for EXPERIENCE:**

A bachelor's degree or an associate's degree in architecture, engineering, architectural technology, drafting and designing technology, fire science technology, engineering technology, building construction technology or related field will substitute for the above experience on a year for year basis and must include a minimum of two years as a certified building inspector or plans and specifications inspector.

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must hold a current certificate for Level III building inspector issued by the Department of Housing, Buildings and Construction

as defined in KRS 198B.090 and 815 KAR 7:070, successfully passed ICC's Energy Conservation exams for Commercial Energy Inspector and Residential Energy Inspector. Must possess a valid driver's license prior to appointment in this classification. <http://www.dhbc.ky.gov/default.htm> <http://www.iccsafe.org> <http://162.114.4.13/KRS/198B00/090.PDF> <http://www.lrc.state.ky.us/kar/815/007/070.htm> Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Establishes objectives for field staff in line with the goals of the division. Supervises the field supervisory staff. Provides additional technical support to field staff relative to the building, residential, energy codes and those codes and standards referenced within. Establishes training requirements and programs for field staff. Advises and assists director and assistant director in developing policies and procedures on field operations. Advises director in determining code or alternate solutions for code compliance. Coordinates code enforcement with State Fire Marshal's Office when both divisions are involved. Investigates complaints or problems requiring special expertise. Performs employee performance evaluations.

**UNIQUE PHYSICAL REQUIREMENTS:**

Must be able to bend, stoop, crawl and climb to perform on-site inspections.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbent will perform work in an office setting and in the field performing inspections. Travel will be required. Exposed to dangers associated with being around building construction.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*